**Volunteer Engagement Intern**

**Summary**: As a Volunteer Engagement Intern, you will help create engaging and accessible communications and resources for both new and existing volunteers, assist with
onboarding and scheduling, and ensure that volunteer data records are accurate and up to
date. In addition, you will play an active role in recruiting and coordinating volunteer groups
from local schools, businesses, and community organizations. You’ll also support the
planning and execution of volunteer activities and appreciation events.

This internship will take place primarily at Safe Harbor offices/facilities with flexibility for
completing certain projects remotely. There may be occasional travel required to
community partner offices.

Professional development, mentoring, and ongoing education opportunities may also be
available.

**Reports To: Volunteer and Development Manager**
**Job Responsibilities**
**Communications & Documentation**
• Create and update email templates for volunteer onboarding, activities, and
scheduling
• Collaborate with Volunteer and Development Manager to plan, create, and send
monthly volunteer newsletters
• Keep volunteer records, activity hours, and opportunities up to date
• Assist Volunteer and Development Manager in generating monthly volunteer
statistic reports
**Recruitment & Onboarding**
• Assist with volunteer recruitment efforts which may include attending tabling
events, creating and distributing informational resources, contacting potential
community partners, and facilitating volunteer opportunity presentations
• Research, create, and update volunteer onboarding resources and presentations as
needed
• Assist with volunteer onboarding communication, documentation, and tracking
Activities & Retention
• Welcome and assist volunteer groups during service projects at Safe Harbor
facilities
• Collaborate with Volunteer and Development Manager to plan and implement
ongoing projects and service opportunities for current volunteers
• Collaborate with Volunteer and Development Manager to plan and implement
volunteer appreciation communications and events
**Essential Qualifications**
• Excellent communication skills both verbal and written; public speaking experience
a plus
• Ability to relate to others in a friendly, supportive, and non-judgmental manner
• Self-motivated with ability to work and prioritize various tasks independently
• Enjoys working collaboratively with others in group settings
• Well organized with ability to lead a group in a project
• Adept at problem solving in a fast-paced environment
• Ability to work occasional evening and weekend hours
• Comfortable working in Microsoft OEice Suite (Word, Excel) and learning to navigate
volunteer management software (Bloomerang Volunteer); PowerPoint and/or Canva
experience a plus
• Possession of a valid Driver’s License and/or reliable transportation for internship related
travel